

**Town of Charlton  
Planning Board Minutes  
758 Charlton Road  
Charlton, New York 12019**

Minutes of the Planning Board Meeting –May 19, 2014

Chairman Jay Wilkinson called the meeting to order at 7:05 p.m. at the Charlton Town Hall.

Present: Jay Wilkinson, Chairman, Jack Kadlecek, Dawn Szurek, Marilyn Phillips, Bill Keniry, Esq., Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron, Recording Secretary.

**AGENDA MEETING**

Mr. Wilkinson stated that there is a quorum.

Minutes

Mr. Wilkinson stated that the draft of the March 17, 2014 meeting minutes needed to be approved. Mr. Wilkinson stated that Mrs. York has previously provided comments. No other comments were provided. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Public Hearings

Mr. Wilkinson stated that there were no Public Hearings.

Site Plan Review

The Charlton School for Girls (256.-1-38)

Mr. Wilkinson stated that the original site plan was approved in 2011. Mr. Wilkinson stated that there was a contingency in the approval for additional classrooms. Mr. Wilkinson stated that the project is at the stage where they need to come back before the Planning Board for additional approvals. Mr. Wilkinson stated that the plan has changed slightly in square footage from 1500 to 1650 square feet. Mr. Wilkinson stated that the two additional classrooms that were contingent are now going to be built. Mr. Wilkinson stated that it changes the site plan very little. Mr. Wilkinson stated that the Board has to revisit that. Mr. Wilkinson stated that Mr. McNamara has already reviewed the proposed changes. Mr. Wilkinson stated that the architect, Frank Gilmore, is present to review the changes.

Subdivision Applications

Mr. Wilkinson stated that there were no subdivision applications.

Lot Line ChangeSzerszanowicz (236.-1-41.11 and 41.12)

Mr. Wilkinson stated that the parcels are located on Maple Avenue. Mr. Wilkinson stated that the narrative submitted explains that the applicant owns two pieces of adjoining property on Maple Avenue. Mr. Wilkinson stated that one parcel was inherited by the applicant which contains several acres. Mr. Wilkinson stated that there is a discrepancy between the deeds and the drawings that will need to be corrected before proceeding. Mr. Wilkinson stated that the purpose of the lot line change is to take the majority of the inherited land and adjoin that land to the applicant's property. Mr. Wilkinson stated that the applicant is proposing to leave the inherited house with 2 acres and list it for sale.

Pashley and Hensel/Humphrey (214.-1-6.1 and 9)

Mr. Wilkinson stated that the applicants are proposing a lot line change between their property and the adjoining property owners, James Hensel and Patty Humphrey. Mr. Wilkinson stated that the change would increase the Hensel/Humphrey parcel by  $\frac{3}{4}$  of an acre and will also include a 36 x 80 barn.

Advisory Opinion Request from the ZBAGadsden and Culpeper American Heritage Shoppe, LTD (247.-1-15)

Mr. Wilkinson stated that the applicants are represented by Duane Rabideau from Van Guilder & Associates. Mr. Wilkinson stated that the applicants are looking for a special exception use permit for an e-commerce retail business located at 630 Charlton Road and an area variance to construct a 6000 square foot building to store inventory and prepare shipping orders.

Mr. Keniry explained the difference between an advisory opinion versus a full site plan review.

Zoning Report

Mr. Wilkinson stated that the Board has received the reports for review.

Correspondence

Mr. Wilkinson stated that the board could discuss any feedback from the March 31<sup>st</sup> and April 1<sup>st</sup>, 2014 NY Planning Federation conference.

Town Board Liaison

Mrs. Verola was not present.

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Mr. Kadlecsek. All were in favor. Agenda meeting closed at 7:25 p.m.

**BUSINESS MEETING**

Opened at 7:30 p.m. with the Pledge of Allegiance.

**Minutes**

Mr. Wilkinson stated that there were not enough Board members present that attended the last month's meeting to approve the meeting minutes. Mr. Wilkinson stated that the Board could approve the minutes next month

**PUBLIC HEARING**

None.

**SUBDIVISION APPLICATIONS**

None.

**SITE PLAN REVIEW**

**Charlton School for Girls (256.-1-38)**

Mr. Wilkinson stated that the applicants are back before the Board to add two additional classrooms to the approved site plan for the parcel. Mr. Wilkinson stated that 130 square feet has been added to the original proposal. Mr. Wilkinson stated that the Board has to look at the revisions and make a determination.

Mrs. York stated that the escrow account for the town engineer has not yet been funded.

Frank Gilmore appeared before the board.

Mr. Gilmore stated that when they were before the Board in 2011, they showed the possibility of adding on additional classrooms. Mr. Gilmore stated that the additional classrooms were in anticipation of offering exclusive classes. Mr. Gilmore stated that they are not changing the size of the student body or the number of faculty members. Mr. Gilmore stated that there will not be any additional impact on the water or sewer requirements. Mr. Gilmore stated that another change was instead of the water coming off

the Ketchum Grande gymnasium roof onto the ground it is now going to pass onto the roof structure, be captured and brought through an internal drain to a dry well under the project. Mr. Gilmore stated that due to this change, they will not be adding any additional storm water runoff from the roof system.

Mr. Wilkinson stated that Mr. McNamara has reviewed the project and sent a letter dated May 14, 2014. Mr. Wilkinson read from Mr. McNamara's letter.

Mr. Kadlec stated that he has reviewed the project and Mr. McNamara's letter and agrees that the changes are not significant.

Ms. Szurek agreed that the changes are not a significant impact.

Ms. Phillips agreed that the changes are not a significant impact.

Mr. Wilkinson agreed that the changes are not a significant impact.

Mr. Wilkinson advised the applicants that the engineering escrow account would need to be funded.

Mr. Marshall stated that he will provide a check, which was provided during the meeting.

Mr. Wilkinson made a motion to approve the revised Charlton School for Girls site plan revision #1 dated March 3, 2014, Addendum #2, based upon the written report of the Town designated engineer dated May 14, 2014 the Town of Charlton Planning Board determines:

1. The proposed additional footprint "has no significant impact on the previously approved site plan".
2. That the addition of the additional footprint conforms substantially to the approved plans.
3. That review is limited as there is no application and no new application now pending.
4. SEQRA was completed and there are no changed circumstances represented.

Now therefore, the modification of the site plan as depicted on the drawing dated 3/3/14 is in all respects approved and authorize the chairman to sign the mylars as Resolution 2014-02. Mr. Kadlec seconded the motion. All were in favor.

**Resolution 2014-02 was made.**

Mr. Wilkinson stated that a new mylar and one paper copy is required for signature.

Mr. Kadlec inquired when construction was to start.

Mr. Gilmore stated that they have selected a contractor and are currently building the access road.

**LOT LINE CHANGE****Szerszanowicz (236.-1-41.11 and 41.12)**

Mr. Wilkinson stated that this is an application for a lot line change on Maple Avenue. Mr. Wilkinson stated that the applicant is looking to retain the acreage of Lot B to add to Lot A and sell the home on Lot B with 2 acres.

Mr. Rabideau appeared before the Board representing the applicant.

Mr. Rabideau stated that the lot line adjustment is for property located at 2182 and 2186 Maple Avenue. Mr. Rabideau stated that the properties are located on the east side of Maple Avenue. Mr. Rabideau stated that the site is 2000 feet north of Packer Road. Mr. Rabideau stated that the applicant lives on Lot A which consists of 2.59 acres. Mr. Rabideau stated that the applicant inherited Lot B which consists of approximately 19 acres. Mr. Rabideau stated that the applicant would like to adjust the property line to make Lot B 2.01 acres with the house and increase the size of his parcel. Mr. Rabideau stated that there will be no new building lots. Mr. Rabideau stated that the lot lines are set up to meet the zoning requirements. Mr. Rabideau stated that they have a 40 foot setback to the edge of the pond. Mr. Rabideau stated that all of the improvements on Lot B are on the 2 acres.

Mr. Wilkinson stated that the deeds provided have a different number of acres for Lot B than listed on the drawing.

The Board reviewed the deeds and the drawings.

Mr. Rabideau stated that the Bariteau and Herrin properties were taken from the original 25 acre parcel that is Lot B. Mr. Rabideau stated that the map shows the remaining lands after those two parcels were subdivided out.

Mr. Wilkinson stated that the Board cannot move forward until the discrepancy of the correct acreage for Lot B has been resolved. Mr. Wilkinson stated that the map also needs the standard notes added. Mr. Wilkinson stated that the Board also needs the deeds of the parcels subdivided out of Lot B.

Mr. Wilkinson made a motion to declare the Planning Board as lead agency status for the purposes of SEQRA and that the action is classified as an unlisted action with a negative impact declaration relative to SEQRA. Mr. Kadlec seconded the motion. All were in favor.

Mr. Wilkinson stated that the Board will hold off sending the application to the County until revised maps have been received. Mr. Wilkinson stated that the Board will also send the application to Mike McNamara once the revised drawings have been submitted.

Mr. Kadlecek inquired where the shed was going to be located.

Mr. Rabideau stated that the shed would be moved to Lot B.

Mr. Kadlecek stated that the Board would like a letter stating when and where the shed is being moved.

**Pashley and Hensel/Humphrey (214.-1-6.1 and 9)**

Bob Pashley and Jim Hensel appeared before the Board.

Mr. Pashley explained the drawing to the Board. Mr. Pashley stated that the property was originally subdivided before there was zoning which is why the property lines look funny. Mr. Pashley showed the locations of his residence and Mr. Hensel's residence. Mr. Pashley stated that Mr. Hensel would like to purchase the existing shop building. Mr. Pashley showed the property line that they are proposing to move to make the purchase happen. Mr. Pashley explained the existing property lines.

Mr. Wilkinson inquired if there were two houses in the back of the property.

Mr. Pashley stated correct. Mr. Pashley stated that they have been there the last 100 years. Mr. Pashley stated that the two houses do not have any road frontage. Mr. Pashley stated that there is a 2 acre farm pond. Mr. Pashley showed the location on the drawing.

Mr. Wilkinson inquired where the easement was located to get to the two properties in back.

Mr. Pashley stated that there is a right of way and the people residing in those houses use both driveways to access the homes. Mr. Pashley stated that it has been that way for the last 40 years.

Mr. Wilkinson stated that the pond has to be 40 feet away from the lot line.

Ms. Szurek inquired how far the corner line was to the pond.

Mr. Pashley stated about 50 feet.

Mr. Keniry confirmed that the shop already exists on the property.

Mr. Pashley stated that there are no wells or sewers involved.

Mr. Keniry inquired if there was electricity to the building.

Mr. Pashley stated that there is overhead power to the building.

Mr. Keniry inquired if there was anything in writing pertaining to access.

Mr. Pashley stated no.

Mr. Wilkinson stated that the pond is a concern.

Mr. Pashley stated that the property line goes through the pond. Mr. Pashley stated that the pond is about 2.5 acres. Mr. Pashley stated that in the 1900's the building was built and then two cottages were built for the workers on the farm.

Mr. Hensel stated that he was told that one was a blacksmith shop and the other was a sort of grainery.

Mr. Pashley stated that the cottages were livable when his parents purchased the property and rented them.

Ms. Szurek inquired who would be responsible for maintenance of the pond down the road. Ms. Szurek stated that there could be a dispute down the road. Ms. Szurek inquired if there was any type of easement that could be done.

Mr. Wilkinson stated that the pond has to be 40 feet from a property line.

Mr. Pashley stated that they are trying to straighten up the property lines. Mr. Pashley stated that they would have to put in a crooked line to meet the setback requirement.

Mr. Wilkinson stated that the Board does not have any leeway on the setback requirement. Mr. Wilkinson suggested moving the property line to make it meet the requirements.

Mr. Keniry suggested going to the ZBA for a variance.

Mr. Wilkinson stated that the Board could refer the application to the ZBA.

Mr. Keniry stated that for the applicants to proceed with what is shown on the drawing, they would have to apply for relief for the setback regulation for the pond.

Mr. Wilkinson stated that the subdivision regulations, more specifically page 12 of the zoning ordinance, shows what is needed on the drawing. Mr. Wilkinson stated that a 30x42 drawing would be easier to see everything but the drawing they have provided does meet the requirements. Mr. Wilkinson stated that a revision block should be placed on the drawing, the tax parcel numbers of the affected parcels, the zoning district labeled as AG, the site statistics that are not required, but nice to have, the standard notes and the contour lines. Mr. Wilkinson provided copy of the standard notes.

Mr. Keniry stated that the subdivision lot with the workshop structure on it touches the Wells parcel. Mr. Keniry suggested creating a document clarifying the terms of the access to that parcel.

Mr. Wilkinson started that the site map needs the scale of 1"=200 feet.

Mr. Keniry stated that the drawings as presented are non-conforming and relief is required from the ZBA to move forward with the proposal submitted.

Mr. Pashley stated that they will go to the ZBA.

### **ADVISORY OPINION REQUEST FROM THE ZBA**

#### **Gadsden and Culpeper America Heritage Shoppe, LTD (247.-1-15)**

Duane Rabideau appeared before the Board representing Larry Leone and Patrick Motel, owners of Gadsden & Culpeper American Heritage Shoppe, Ltd.

Mr. Rabideau stated that they have already made a presentation to the ZBA for a Special Exception Use permit and are now before the Planning Board for an advisory opinion. Mr. Rabideau stated that the business is currently located in the Town of Glenville. Mr. Rabideau stated that the applicants have outgrown their current location and would like to relocate to the Town of Charlton. Mr. Rabideau stated that both applicants are residents of the Town of Charlton. Mr. Rabideau stated that the applicants purchased 630 Charlton Road which is located across the street from the LaRue Farm. Mr. Rabideau stated that the parcel is the old Culver homestead and consists of 14 acres. Mr. Rabideau stated that the Culvers maintained a dog boarding business while they owned the property. Mr. Rabideau stated the applicants are proposing removing the residential component of the parcel and making the entire parcel business. Mr. Rabideau stated that no one would be living at the existing home. Mr. Rabideau stated that the parcel is located on the northerly side of Charlton Road. Mr. Rabideau stated that the parcel is bisected by a 100 foot National Grid power line. Mr. Rabideau stated that National Grid owns that piece. Mr. Rabideau stated that there are 9 acres on the southeastern side of the power line and 5 acres on the north side. Mr. Rabideau stated that the homestead portion of the parcel consists of the house, a garage, a horse barn, a dog kennel and some horse shelters. Mr. Rabideau stated that the drawing shows the entire parcel as existing conditions while in the information in the box is what the applicants are proposing. Mr. Rabideau stated that the proposed site plan is to construct a 60 x 99 building with approximately 5,940 square feet. Mr. Rabideau stated that the buildings proposed location is where the existing dog kennel is located. Mr. Rabideau stated that they are proposing parking in the front with the front bays being paved and handicapped accessible and the rest of the portion of the driveway will be crushed stone. Mr. Rabideau stated that they are proposing to have a mowable recharge basin so all of the surface water generated by the addition of the impervious surfaces will flow into that basin. Mr. Rabideau stated that there will be no off site drainage. Mr. Rabideau stated that all but three of the trees that exist on the parcel will remain. Mr. Rabideau showed the trees to be removed on the drawing. Mr. Rabideau stated that the trees remaining will offer a lot of screening. Mr. Rabideau stated that DEC has been to the site to establish the DEC wetland line and they have added that to the drawing together with the 100 foot adjacent area. Mr. Rabideau stated that there are no proposed impacts within the wetland area or the 100 foot adjacent area.

Mr. Rabideau stated that the amount of site disturbance for the proposal is .08 of an acre which falls under the allowable disturbance limit. Mr. Rabideau stated that the business will not have a sign for the site. Mr. Rabideau stated that the business is all internet based. Mr. Rabideau stated that the proposed building is for inventory and to put orders together. Mr. Rabideau stated that there are no customers that will go to the site. Mr. Rabideau stated that there is lighting on the existing residence that exists now and they are proposing to add a residential light at the front door of the proposed building and one in the back. Mr. Rabideau stated that the three structures remaining on the site are the house, garage and the former horse barn. Mr. Rabideau stated that the existing house will be used for office use. Mr. Rabideau stated that the bathroom facilities in the existing house would be utilized and they are not proposing adding any additional facilities. Mr. Rabideau stated that the applicants have had the septic system tested at the time of closing and the system passed. Mr. Rabideau showed the area of the septic location. Mr. Rabideau stated that the standard residential service would be used for garbage removal. Mr. Rabideau stated that there are two full time employees which are the owners, Pat and Larry. Mr. Rabideau stated that there are also two part time employees. Mr. Rabideau stated that the general hours of business are Monday-Friday 8:00 a.m. to 5:00 p.m. Mr. Rabideau stated that all business is done over the internet and there are no on site customers. Mr. Rabideau stated that deliveries and shipments are by UPS and US Postal Service generally three trips per day. Mr. Rabideau stated that on occasion there is a larger order that will come in by a tractor trailer. Mr. Rabideau stated that they can have the site set up so that the truck can drive in and turn around and back out. Mr. Rabideau stated that all of the turning will be done on site so that the vehicle will not stop on the road and back in to the site.

Ms. Szurek asked for clarification on the name of the business. Ms. Szurek stated that it is inconsistent on all of the documents submitted.

Mr. Rabideau stated that he will modify the documents for consistency.

Ms. Phillips inquired as to the height of the proposed building.

Mr. Rabideau stated 26 feet high.

Ms. Phillips inquired as to the type of siding.

Mr. Rabideau stated that they would be using metal siding with the intent to have the barn red with a grey metal roof. Mr. Rabideau stated that their intent is to have the site and proposed building blend in with what is in the area now. Mr. Rabideau stated that the proposed building will look similar to the barns located on the LaRue parcel.

Ms. Phillips clarified that the intent was to have no one residing at the site.

Mr. Rabideau stated correct.

Ms. Phillips inquired if the applicants were to sell the parcel down the road what would the inside of the proposed building be like.

Mr. Rabideau stated that the building would be open with partitions.

Ms. Phillips inquired if the building would have climate control.

Mr. Motel stated that they were still looking into that but they would like radiant heated floors.

Ms. Phillips inquired if there would be air conditioning.

Mr. Leone stated yes.

Mr. Wilkinson inquired if the applicants were asking for a variance for the height requirement of the proposed building. Mr. Wilkinson inquired what the building was being classified as.

Mr. Rabideau stated that they are using the requirements for a “retail store” which required 30 feet as a maximum and the proposed building is 26 feet high. Mr. Rabideau stated that they were not asking for a variance.

Mr. Wilkinson stated that there is a “Zoning Schedule” in the Zoning Ordinance citing what is acceptable in each of the Zoning Districts.

Mr. Rabideau stated that this falls under the Special Exception requirements and they are using “Retail Store” requirements.

The Board reviewed the Zoning Ordinance on page 59 for the “Retail Store” requirements.

Mr. Keniry inquired how the definition of retail was applied to the use.

Mr. Rabideau stated that the business is internet retail.

Mr. Keniry inquired how the applicants were proposing that the definition of retail is applied to this use.

Mr. Rabideau stated that it is the “new retail”. Mr. Rabideau stated that the Zoning Ordinance is somewhat outdated. Mr. Rabideau stated that the ordinance covers what was going on at the time. Mr. Rabideau stated that with their internet based retail, the way their retail is done is different. Mr. Rabideau stated that this business is a component of retail.

Mr. Keniry stated that the definition of retail is a mercantile establishment conducted wholly within the principal structure carrying closely related merchandise and in which sales are made to clientele by one or more sales people, does not include self service establishments

with checkout registers as principal point of monetary transaction such as Laundromats. Mr. Keniry stated that the date of the Ordinance is November 13, 2000 and a more compelling argument would be to take the position that as of the date the ordinance was written, it did not contemplate the use and therefore, this application does not fit into any of the definitions. Mr. Keniry stated that in using the definition of retail stores, that presents a problem.

Mr. Rabideau stated that it does not because it is retail.

Mr. Keniry stated that classifying this as a retail store creates a use that the ordinance contemplates. Mr. Keniry stated that an internet based business is not contemplated in the current ordinance.

Mr. Rabideau stated that the business technically it is a retail business and also a retail store in the new way of doing retail. Mr. Rabideau stated that the ordinance does not contemplate this type of business.

Mr. Keniry stated that if the applicants were to move off of the definition of retail store then the problem of height definition has been eliminated.

Mr. Rabideau stated that they meet the requirements on height. Mr. Rabideau stated that the ZBA was fine with classifying the proposed building as a retail store and using that criteria.

Mr. Wilkinson inquired why they were proposing handicapped accessible parking if there were no onsite customers.

Mr. Rabideau stated that there are no onsite customers but they were not sure if they needed to have that type of parking in place. Mr. Rabideau stated that they could remove the ADA parking. Mr. Rabideau stated that they put in the ADA parking in case it was required.

The Board discussed the ADA parking.

The Board discussed the types of permitted uses and the terminology for the building.

Mr. Rabideau stated that in speaking with Mr. Van Vranken, ZBA Attorney, and the ZBA it was agreed to use retail store requirements.

Mr. Wilkinson inquired what the 3 car garage was being used for.

Mr. Motel stated that his boat is being stored in there. Mr. Motel stated that they will also use it for maintenance equipment.

Mr. Leone stated that there will be 3 acres of corn and the rest will be open space.

Mr. Rabideau stated that they are also keeping the AG component of the parcel by renting out three acres for corn fields.

Mr. Wilkinson stated that he would like to review the General Regulations of the Special Exception to Designated Land Uses of the Zoning Ordinance on page 55.

Mr. Rabideau stated that the answer to letter "A" is no as they have minimized the impacts to the parcel.

Ms. Szurek inquired if there would be any hazardous materials on site.

Mr. Rabideau stated that the only products are hats, shirts, flags, etc and no chemicals of any kind.

Mr. Wilkinson inquired about fire protection for the site.

Mr. Rabideau stated that the applicants have not looked into sprinkler systems at this point.

Mr. Wilkinson stated that it would be helpful to have a sprinkler system in place.

Mr. Wilkinson inquired if there would be an alarm system and if the driveway can accommodate firefighting equipment and trucks.

Mr. Rabideau showed, on the drawing, the areas for fire trucks and turn around capabilities.

Mr. Wilkinson inquired about an alarm system.

Mr. Motel stated that they would consider their options for an alarm system and a sprinkler system.

Ms. Szurek inquired where the septic was located since it is not shown on the drawing.

Mr. Rabideau showed the location on the drawing and will add it to the drawing.

Ms. Szurek stated that the trees seem to disappear from drawing to drawing.

Mr. Rabideau showed all the trees that would be remaining on the site. Mr. Rabideau stated that they would show the trees on the larger scale drawing.

Mr. Wilkinson inquired about the lot disturbance.

Mr. Rabideau stated that the disturbance would be  $\frac{3}{4}$  of an acre. Mr. Rabideau showed the area on the drawing. Mr. Rabideau stated that they have accounted for all disturbances.

Mr. Kadleck inquired how a tractor trailer would be turned around on site.

Mr. Rabideau stated that the plan will be changed to reflect that the truck can pull in, pulls up and backs around the building and then pull back out of the driveway.

Mr. Kadlecek asked for the driveway and turnaround to be shown on the drawing.

Ms. Szurek asked for the existing house to be labeled as proposed wood frame office since it will no longer be a residence.

Mr. Rabideau stated that they will put what the Board wants on the drawing.

Mr. Keniry stated that it is classified by the use.

Mr. Rabideau stated that they will change the label.

Mr. Wilkinson inquired about the parking area. Mr. Wilkinson stated that if the proposed building is a warehouse, then the ADA parking is not required. Mr. Wilkinson stated that if the proposed building is a retail store, then the ADA parking spaces would be required.

Mr. Rabideau stated that they will remove the ADA parking spaces from the drawing.

Mr. Kadlecek inquired if the recharge basin would be created as part of the landscape.

Mr. Rabideau stated yes.

Mr. Kadlecek inquired where the numbers came from in determining the size of the basin.

Mr. Rabideau stated that it was determined from the addition of the size of the building and the parking area.

Mr. Kadlecek inquired if the water from a 5" rainfall would fit.

Mr. Rabideau stated that their numbers were based on a 2" storm or a typical thunderstorm. Mr. Rabideau showed on the drawing where the topography of the site will help keep the runoff from the stream.

Mr. Kadlecek inquired as to what type of soil was there.

Mr. Rabideau stated that the soil is a clay loam type.

Mr. Kadlecek inquired if percolation rates were known.

Mr. Rabideau stated that it would run up about 20 minutes.

Mr. Wilkinson stated that the Board will send a letter to the ZBA.

The Board discussed having a workshop to discuss the issues and the content of the Advisory Opinion letter to the ZBA.

**ZONING REPORT**

The Board reviewed the reports for March and April.

**CORRESPONDENCE**

None.

**TOWN BOARD LIAISON**

Mrs. Verola was not present.

Mr. Wilkinson made a motion to adjourn the meeting. Ms. Szurek seconded the motion. All were in favor.

The meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Kimberly A. Caron  
Recording Secretary